INTERNAL PROCESS

Submission Review:

All abstracts are reviewed for possible duplicate records and multiple primaries. As cases are uploaded into the system, they are intensely scrutinized for identification of:

- Possible duplicate submission of existing records.
- Unacceptable codes for any field or inter-field inconsistencies.
- Invalid or unusual site/sex, age/site, age/morphology or site/morphology combinations.

The TCR's data upload system currently checks all submitted records for errors. Records returned to the facility for correction do not count towards compliance. All records with errors will be rejected for correction of the specified errors and subsequent re-submission. The error-free records retained will be counted towards reporting compliance.

*Note: Facilities **must** run their data through the appropriate NAACCR and TCR edits and make necessary corrections before submitting a file to the TCR.*

EXTERNAL PROCESS

Facility Training:

TCR staff provides continuing education and training for cancer registrars and medical records personnel on standards and procedures for reporting. Requests for training and technical assistance should be directed to the appropriate TCR Regional Office. See page 12 for a list of regional contacts.

Casefinding Data Quality Audits:

TCR staff or a TCR representative review casefinding sources such as disease indices, pathology reports (including cytology and autopsy reports), outpatient records, radiation therapy logs, and appropriate oncology logs for missing cases. Periodically, facilities are randomly selected for a casefinding audit. A casefinding audit is a systematic method of reviewing the facility's casefinding procedures and identifying all reportable cases in order to assess completeness and timeliness. The audit is a tool to improve a facility's casefinding process and is not a punitive measure. Sometimes chart review may be performed on records identified from the audit to determine case reportability. Casefinding procedures are located in the *Casefinding Section* beginning on page 17. Results from a specific facility's data quality audit are not shared with other entities without the facility's approval.

Reabstracting Data Quality Audits:

TCR staff, or a TCR representative, performs complete re-abstracting of a sample of reported cases without reference to the original abstract. If discrepancies are identified, they are used to assess the quality of the facility's cancer case reporting and training needs.